

Module VI

Control and Use of Procedures

OBJECTIVES

1. Understand the requirements of DOE 5480.19 regarding control and use of procedures and operator aids at DOE facilities and associated impact on safety and efficiency of operations. (1.b)
2. Refer to a copy of DOE 5480.19, Attachment I, and locate applicable guidelines and requirements for specific activities. (1.a)

DOE 5480.19, Attachment I, Chapters 16 and 17 have been combined to make up the Control and Use of Procedures section.

I. Chapter Summaries

A. Chapter 16: Operations Procedures

This chapter describes the important aspects of operations procedure development and use. Operations procedures should provide appropriate direction to ensure that the facility is operated within its design basis and should be effectively used to support safe operation of the facility. When operations personnel adhere to the policy to follow approved, properly written procedures, their operational performance should be always be consistent and safe.

B. Chapter 17: Operator Aid Postings

This chapter describes the important aspects of an operator aid program. Facility operator aids (information posted for personnel use) should provide information useful to operators in performing their duties and thus provide an important function in the safe operation of the facility, provided that they are kept current and do not conflict with any other controlled procedure or information. Examples are copies of procedures (portion or pages thereof), system drawings, handwritten notes, information tags, curves, and graphs.

II. Chapters and Guidelines Review

- A. **Operations Procedures:** Establish formal guidance to ensure that all work in the facility is carried out per management expectations under all conditions. Procedures are used to provide specific direction for operations systems and equipment during normal and postulated abnormal and emergency conditions. Procedures also provide direction to ensure that facilities are operating within their design bases.

(The following explanations provide a summary for each of the guidelines. Refer to Attachment 1 of DOE 5480.19 if more detail is needed for a specific guideline.)

1. **Development:** To ensure consistency among operations procedures, the methods for developing new procedures, including procedure formats, are clearly defined. Procedures are developed for all anticipated operations evolutions, test, and abnormal or emergency situations. All procedures provided administrative and technical direction to conduct the intent of the procedure effectively. The extent of detail in a procedure is based on the complexity of the task, experience and training of the user, frequency of performance, and significance of the consequences of error.
2. **Content:** To provide uniformity in operations procedures, the content of procedures should conform to prescribed guidelines. These guidelines include procedure aspects such as:
 - Prerequisites and initial conditions are detailed;
 - Procedures are easily understood, and actions are clearly stated;
 - Sufficient, but not excessive detail exists; and,
 - Warnings, cautions, and notes are easily identifiable and contain no action steps.

3. **Changes and Revisions:** Procedure changes and revisions are necessary to ensure that procedures reflect current operating practices and requirements. The review and approval process for each procedure change or revision is documented.
4. **Approval:** Operating procedures should be approved by the operations supervisor. In addition, procedures that affect safety-related equipment and emergency procedures should be reviewed by the facility safety review committee or by another appropriate review mechanism. Procedure revisions should receive the same depth of review and level of approval as the initial versions. New and revised procedures should be approved prior to use.
5. **Review:** New and revised operations procedures should be reviewed prior to issuance and at periodic intervals to ensure that the information and instructions are technically accurate and that appropriate human-factor considerations have been included. During reviews, procedures should be compared to source documents to verify their accuracy. In addition, new procedures should be validated by walk-throughs in the facility or by operation on a facility-specific simulator to ensure workability.
6. **Availability:** A controlled copy of all operations procedures should be maintained in the control area for operator reference, and selected controlled procedures should be maintained at other appropriate locations.
7. **Use:** The requirements for use of procedures are clearly defined and understood by all operators.

- B. **Operator Aids:** Provide information useful to operators in performing their duties.

What is an operator aid posting?

If a posting meets the following criteria, it should be considered an operator aid.

The information is used by an operator to perform their duties;

AND,

changes to the information would affect the quality of the operator's work;

AND,

the posting is not controlled or required by some other program (e.g. RCRA, RADCON, OSHA);

OR,

the information is taken from or referenced in an operational procedure.

(The following explanations provide a summary for each of the guidelines. Refer to Attachment 1 of DOE 5480.19 if more detail is needed for a specific guideline.)

1. **Development:** Operator aids are approved prior to posting. All facility personnel are aware of the importance of controlling posted information and procedures for posting information.
2. **Approval:** The Operations Supervisor (or higher authority) approves all operator aids. The approval authority ensures that the aid is necessary and correct, and does not alter a procedure.

3. **Posting:** Posted aids do not obscure instruments or controls. Aids are posted in close proximity to the area of expected use. Aids are properly protected and are securely fastened to the equipment to which they refer.
4. **Use:** Aids are used to supplement approved procedures, but are not used in lieu of approved procedures.
5. **Documentation:** A listing of all approved operator aids, detailing references, control numbers, and approval dates, is maintained along with a copy of each posted aid in the control area or other appropriate location. This list is used during periodic reviews of operator aids.
6. **Review:** Posted operator aids are reviewed periodically to ensure that they are still correct and necessary.

References and Suggested Reading

DOE 5480.19

Chapter 16 Operations Procedures
Chapter 17 Operator Aid Postings

DOE-STD-1029-92 Writer's Guide for Technical Procedures

DOE-STD-1043-93 Guide to Good Practices for Operator Aid Postings

DOE-EM-STD-5505-96 Operations Assessments

(This section's exercise is part of the module XII case study.)